

**The Hospital Council of Northwest Ohio (HCNO)
Job Posting**

<u>Job Title</u>	Emergency Preparedness Coordinator
<u>Immediate Supervisor</u>	Director, Healthcare Preparedness
<u>FLSA Status</u>	40 hours per week, exempt, salary
<u>Hours</u>	8a-5p M-F with occasional evenings and weekends as needed Must be able to work a flexible schedule, on-call, travel Hybrid working environment, must report to office for training, meetings, and activities. Must live within Toledo, OH area

Position Qualifications

A bachelor's degree in public health or equivalent degree required; Master's degree preferred. Previous experience in public health or a hospital setting required. Knowledge of project evaluation, statistics, and medical terminology is critical. Experience with project management, disaster preparedness and health status data sources preferred. Ability to learn commonly used software programs as well as specialized database software required. Excellent written and verbal skills required. Critical thinker, able to research, design, oversee and complete projects with minimal guidance, but willing to collaborate daily with Manager/Director. Must be a self-starter, independent worker, and able to work as a member of a team. Must be adaptable and willing to accommodate routine travel within Northwest Ohio and Columbus.

General Responsibilities

Responsible for coordination and oversight of projects pertaining to ODH/HPP grant and healthcare preparedness with an emphasis on grant deliverables, equipment inventory, and maintaining communications and logistics capabilities.

If interested and qualified, please send cover letter and resume to:
Dee Geer, Office Administrator at dgeer@hcno.org.

HCNO is an Equal Opportunity Employer. We encourage women, minorities and qualified candidates with disabilities to apply. We offer a competitive salary commensurate with experience, along with a comprehensive benefit package.